

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

August 5, 2008

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON AUGUST 5, 2008

SUBJECT: MANDATORY TRAINING UPDATE SUBSEQUENT TO A CATEGORICAL USE OF FORCE

EFFECTIVE: IMMEDIATELY

PURPOSE: The purpose of this Order is to amend the Department Manual so that it reflects the revised process for the completion of the mandatory training update subsequent to a Categorical Use of Force (CUOF) Incident.

PROCEDURE:

I. DEPARTMENT MANUAL SECTION 3/796.35 HAS BEEN REVISED.

Department Manual Section 3/796.35 shall read as follows:

TRAINING UPDATE SUBSEQUENT TO A CATEGORICAL USE OF FORCE INCIDENT.

A. Employee's Commanding Officer's Responsibilities.

Mandatory Training Update. The Area/division commanding officer of any employee who was substantially involved in a Categorical Use of Force (CUOF) incident, animal shooting, non-tactical/accidental or negligent discharge of a firearm shall:

- * Identify those personnel who were substantially involved in the event;
- * Attend the "Chief of Police 72-hour Briefing" if convened. At the briefing, the commanding officer shall obtain concurrence from those present, including the Incident Management and Training Bureau (IMTB) representative, on the tactical and training issues of the Training Update, if any training shall be completed prior to the involved officer(s) return to field duty, and the entity responsible for providing the training;
- * If no "Chief of Police 72-hour Briefing" is conducted, consult with the concerned bureau commanding officer and the IMTB representative to obtain concurrence on the tactical and training issues of the Training Update, if any training shall be completed prior to the involved

- officer(s) return to field duty, and the entity responsible for providing the training;
- * Coordinate with Use of Force Review Division (UOFRD) to ensure that the appropriate subject areas are covered;
 - * Ensure the substantially involved employee(s) receives a Training Update as directed within **90 days** following the incident, or prior to the involved officer(s) return to field duties, if applicable;
 - * Ensure that Area/division staff does not conduct interviews of the officers to determine specific facts related to the incident but provides only a general Training Update on the identified subject matter;
 - * Ensure that any Training Update conducted within the Area/division subsequent to a CUOF is correctly entered into the identified employee's Training Management System (TMS) within Training Evaluation and Management System II (TEAMS II), and that the entry states TRAINING UPDATE and includes the applicable Force Investigation Division (FID) Case Number or applicable tracking number; and,
 - * Forward Intradepartmental Correspondence to UOFRD noting the Training Update was completed and a TEAMS II report entry was made for the concerned employee(s). A copy of the employee's TMS report reflecting the Training Update should be attached.

**B. COMMANDING OFFICER, TRAINING DIVISION,
RESPONSIBILITIES FOR MANDATORY TRAINING UPDATES.**

Whenever Training Division is designated to conduct the Training Update, the Commanding Officer, Training Division, shall:

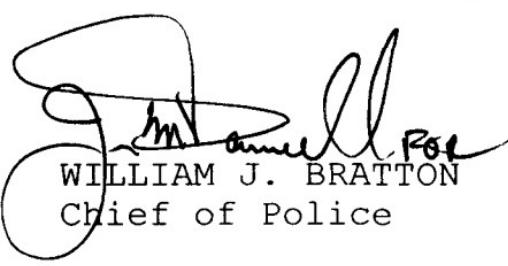
- * Ensure that when Training Division conducts the Training Update, staff does not conduct interviews of the officers to determine specific facts related to the incident but provides only a general Training Update on the identified subject matter;
- * Ensure that any Training Update conducted by Training Division personnel subsequent to a CUOF is correctly entered into the identified employee's TMS within TEAMS II, and that the entry states TRAINING UPDATE and includes the applicable FID Case Number or applicable tracking number; and,

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- * Forward Intradepartmental Correspondence to UOFRD noting the Training Update was completed and a TEAMS II report entry was made for the concerned employee(s). A copy of the employee's TMS report reflecting the Training Update should be attached.

AMENDMENTS: This Order revises Department Manual Section 3/796.35.

AUDIT RESPONSIBILITY: The Commanding Officer, Use of Force Review Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

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